

Doctor's Room

Code: ANCMF-AU-ACF-DR-03 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including desks, shelves, and equipment.
- Sanitize all high-touch areas such as door handles, light switches, and medical equipment.
- Vacuum carpeted areas and mop hard floors.
- Wipe down and disinfect examination tables and chairs.
- Empty waste bins and replace liners.
- Clean and sanitize sinks and countertops.
- Ensure all cleaning activities are documented and logged.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles effectively.
2. Apply a hospital-grade disinfectant to all high-touch areas and allow the appropriate dwell time for effective sanitization.
3. Vacuum carpeted areas using a HEPA-filter vacuum cleaner to reduce airborne particles.
4. Mop hard floors with a neutral pH cleaner to maintain floor integrity and hygiene.
5. Use disinfectant wipes to clean examination tables and chairs, ensuring all surfaces are thoroughly wiped.
6. Remove waste from bins, replace liners, and sanitize the bin exterior.
7. Clean sinks and countertops with a non-abrasive cleaner followed by a disinfectant spray.
8. Complete a cleaning checklist to ensure all tasks are performed and recorded.

Equipment

- Microfiber cloths
- Hospital-grade disinfectant
- HEPA-filter vacuum cleaner
- Neutral pH floor cleaner
- Disinfectant wipes
- Non-abrasive cleaner
- Cleaning checklist

Quality Criteria

Excellent	All surfaces visibly clean, no dust, stains, or debris. Pleasant appearance with no odors. All cleaning tasks completed to highest standard.
Good	Most surfaces clean with minimal dust or minor marks. Generally tidy appearance. All major cleaning tasks completed satisfactorily.
Pass	Basic cleaning completed, surfaces generally clean but may have some minor dust or marks. Acceptable standard for routine operations.
Fail	Visible dirt, stains, or debris present. Unacceptable odors or untidy appearance. Cleaning tasks incomplete or inadequate. Requires immediate re-cleaning.